

☐ Conversion  
☒ Update  
☐ Informal Review  
☒ Formal Review



**STATE OF MONTANA  
MONTANA DEPARTMENT OF TRANSPORTATION  
JOB PROFILE AND EVALUATION**

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**SECTION I - Identification**

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**Working Title:**

Field Maintenance Supervisor A, B, C

**Department:**

Transportation

**Class Code Number:** 471115

**Division & Bureau:**

Maintenance Division  
Field Maintenance Bureaus

**Class Code Title:** Construction Trades Worker  
Supervisor/Manager

**Section & Unit:**

Multiple locations

**Pay Band:** 5

**Work Address:**

2701 Prospect Ave.  
Helena, MT 59601

**Position Number(s):** 123 positions, (see below)

**Phone:** 406-442-6001

**Maintenance Supervisor A:**

03002, 03010, 03016, 03019, 03031, 03032, 03042, 03212, 73001, 73014, 73015, 73025, 73026, 73033, 73034, 73052, 73056, 73063, 73092, 74001, 74013, 74014, 74015, 74018, 74024, 74025, 74027, 74029, 74032, 74042, 74062, 74070, 74071, 75030, 75035, 75049, 75059, 75103, 75105, 76016, 76020, 76026, 76032, 76035, 76058, 77007, 77016, 77021, 77023, 77034, 77039, 77040, 77041, 77054, 78002, 78003, 78008, 78014, 78015, 78022, 78044, 78250, 79004, 79011, 79013, 79036, 87016, 87024, 88010, 88017, 89002, 89022, 89034, 89040, 89043

**Maintenance Supervisor B:**

03048, 73009, 73044, 73074, 74050, 74051, 75004, 75007, 75025, 75040, 75073, 75104, 76023, 76045, 76051, 77004, 77058, 77068, 78005, 78010, 79019, 78031, 87005, 87018, 87026, 87035, 88002, 88004, 88035, 88038, 88055, 88056, 88063, 89005,

**Maintenance Supervisor C:**

03030, 73071, 73087, 74065, 75050, 75109, 76006, 77046, 78029, 79023, 87030, 88016, 88036, 89037

☐ FLSA Exempt

☒ FLSA Non-Exempt

**Profile Completed By:**

John Blacker, Maintenance Division Administrator  
Mike Bousliman, Division Operations Manager  
Jon Swartz, Field Operations Manager  
Brian Cameron, CMS, LLC

**Work Phone:**

406-444-6158  
406-444-6159  
406-444-6157  
406-442-4934

**Work Unit Mission Statement or Functional Description:**

MDT's mission is to serve the public by providing a transportation system and services that emphasize quality, safety, cost effectiveness, economic vitality and sensitivity to the environment.

Field Maintenance Bureaus are located in ten geographic areas of the state and are generally headquartered in the largest city in the area. The bureaus ensure necessary services are provided to enable the traveling public to move over the highways safely year-round. Services include repairs and preventive maintenance of state highways, secondary highways, and the various signs and structures within the highway right-of-way. This includes winter plowing and sanding, year-round repairs to the national, state, secondary and urban highway systems, responding to natural disasters, and the preservation and maintenance of all State-maintained roadways, structures, rights-of-way, traffic control devices, buildings and other facilities, staff vehicles, and a fleet of highway maintenance equipment. Field Maintenance personnel are also responsible for coordinating cooperative agreements with counties for secondary highway maintenance responsibilities.

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**Describe the Job's Overall Purpose:**

The Field Maintenance Supervisor is responsible for planning and delivering maintenance projects (e.g., pavement overlays, bridge repairs, chip seals, drainage systems, winter road maintenance, etc.) involving multiple safety, engineering, and environmental considerations. The scope of duties includes coordinating and performing various maintenance projects; coordinating Section operations; supervision, and performing a variety of other duties as assigned. The incumbent reports to the Division Maintenance Superintendent and provides supervision for up to 9.9 FTE staff.

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**SECTION II - Major Duties or Responsibilities**

**% of Time**

A. Project Coordination, Delivery, Management and Supervision

70%

Coordinates, supervises, and performs maintenance projects involving roadway, roadside, draining, bridge, and MDT facilities to ensure safety, longevity, and operability of transportation, storage, structural, and public facilities. This includes blade and shape of gravel surfaces, vegetation management, cleaning drainage structures, bridge painting, public rest area maintenance, and many other projects. Coordinates with section staff and contractors to prioritize work, monitor project progress, and resolve problems.

Coordinates and performs repair and replacement projects on roadway, roadside, drainage, bridge, and MDT facilities to resolve actual or potential deficiencies, enhance transportation features (e.g., safety, durability, etc.), and ensure conformance with State and federal standards. This includes projects such as asphalt chip sealing, slope flattening and repair, replacing drainage structures, repairing concrete and timber bridge components, and others.

Coordinates and performs traffic safety projects including installation, maintenance, repair, and replacement of post and overhead roadside signs, traffic signals, guardrails, curbs, medians, lighting, striping, and other features. This includes programming and calibration of electronic devices, technical and mechanical inspections, and repairs.

Coordinates and performs winter maintenance projects including winter roadway inspections; snow removal; snow fence installation, repair, and removal; plowing, sanding, and application of de-icing chemicals; winter storm watch coordination. Responds to questions, complaints, emergency requests, and other incidents from members of the public, local officials, law enforcement personnel, and others.

Coordinates the production, handling, and stockpiling of construction and maintenance materials to ensure public and environmental safety, process efficiency, and cost-effectiveness. This includes production of aggregate, premix, and salt/sand mix; transporting and stocking bulk materials and maintenance supplies; and restoring salvaged highway materials.

Coordinates purchasing and sales of supplies; preventative equipment maintenance and repairs, storage and disposal, and other activities to ensure quality, compliance, and cost-effectiveness of inventory resources and procedures.

Coordinates and performs administrative and operational functions (e.g., personnel, accounting, information systems, etc.) with field maintenance divisions, centralized staff, and others to ensure statewide consistency; evaluate and resolve common problems; and develop approaches to statewide maintenance.

Coordinates with Division environmental engineers on permitting processes to identify project needs, explain plans and specifications, and ensure compliance with State and federal requirements related to environmental, safety, transportation, and related issues. Assists in the review and approval of approach permits, encroachment permits, over-width and over-length permits, and utility permits when appropriate and in accordance with Department policy. Identifies and resolves errors, deficiencies, protests, exceptions, or other permit problems to ensure the effectiveness of ongoing maintenance activities.

Coordinates and performs traffic control activities to ensure the safety of MDT staff and the traveling public and compliance with established regulations. This includes establishing traffic control practices for maintenance projects; ensuring staff receives proper training and equipment; monitoring and performing traffic control activities; and resolving problems. Provides input and information for the formulation of new or modified traffic control practices and policies.

Develops systems, standards, and procedures for effective coordination and project delivery within remote geographic regions. This includes developing standards for effective, independent decision-making that may have significant impacts on public and environmental health. The position collaborates with other Section supervisors, Division Chiefs, headquarters staff, and others to develop cooperative approaches for emergency responses, resource sharing, common policies, and other issues.

Serves on an acting basis as the Field Maintenance Superintendent to accommodate periods of absence or unavailability by the permanent Maintenance Superintendent (i.e., due to emergencies, illnesses, conferences, etc.). This includes responsibility for assuming operational authority necessary to ensure effective project delivery in multiple Sections within the Division.

Supervises permanent and seasonal maintenance staff (total 1.0 – 9.9 FTE). Reviews and revises staff work plans, priorities, and procedures. Monitors progress, disseminates data, and coordinates projects through meetings and consultation.

Provides input to the Maintenance Superintendent on position descriptions and performance standards. Relays information regarding staff performance based on observable, measurable appraisal standards. Recommends, implements, and monitors corrective actions.

Participates in recruitment and selection as requested by assisting managers in screening applicants, establishing questions for structured interviews and participating in interviews.

Researches and evaluates workflow processes, efficiencies, and problems to identify the most effective use of resources to meet Section goals and project objectives. Presents recommendations for improving workflow and performance.

Plans and assigns work according to individual job descriptions, needs, and abilities of individual staff. Interprets, monitors, and implements work plans, policies, and procedures. Reviews assigned work for compliance with quality, quantity, and other standards. Assists other project staff in solving complex aspects of work assignments.

This Profile contains three internal levels of Maintenance Supervisors. Maintenance Supervisor A supervises regional operations with five or less total assigned FTE's, Maintenance Supervisor B supervises regional operations with five but less than ten assigned FTE's, and Maintenance Supervisor C supervises regional operations with one of the following criteria: ten or more FTE's, supervises a crew in one of MDT's Division or District offices, or supervise a crew with a unique set of complex and/or extenuating circumstances as determined by the Maintenance Administrator (for example managing a section that operates 24/7).

B. Maintenance Section Operations and Oversight 25%

Evaluates maintenance projects to determine priorities, resource requirements, procedures (e.g., environmental permitting, local/tribal involvement, etc.), schedules, quality assurances, and related management issues. Identifies and resolves deficiencies associated with project designs and specifications, schedules, contracts, resource allocations, and other issues to ensure safe, efficient, and effective project delivery.

Monitors project expenditures to ensure that Division management is aware needs for the section and also provides information to assist in the budget development process. This also includes accurate reporting of information on MMS, SABHRS, and other systems to ensure sufficient documentation is established for reimbursement from FHWA or other sources.

Coordinates and oversees ongoing project operations and activities to ensure consistency with plans and specifications, safety requirements, engineering standards, contractor agreements, and quality assurance guidelines. Continually monitors the status of projects affected by dynamic field conditions, emergency situations, and safety concerns to adjust priorities, resource allocations, project schedules, specifications, and other factors as necessary. This includes specialized projects (e.g., pavement overlays, bridge repairs, etc.) as well as seasonal maintenance services (e.g., snow removal, de-icing, etc.).

Provides technical expertise for repairing/maintaining rest areas, drainages, roadways, bridges, signs, and structures to ensure that roadways are safe, accessible, and operable. This involves inspecting actual/potential problems; determining appropriate methods, tools, and tests necessary for repairs; and performing or overseeing repairs to ensure effectiveness. Coordinates and oversees preventative maintenance schedules, repairs, and enhancements to optimize facility performance and cost-efficiency.

Coordinates and implements responses to emergency situations to preserve and protect public safety and/or environmental health. This includes emergencies resulting from environmental circumstances (e.g., avalanches, floods, etc.), hazardous materials, road closures, traffic accidents, and other circumstances.

Responds to public complaints, local/tribal government concerns, contractor disputes, media interviews, and other inquiries to explain, promote, and defend Division positions on maintenance activities and projects. Coordinates with other division personnel to ensure that public communications provide accurate, consistent, and relevant information regarding Division maintenance operations and activities. Negotiates consensus and resolution as appropriate; coordinates with Maintenance Division and Division managers, legal staff, and other to resolve persistent disputes.

Identifies and recommends staff training needs to promote competency with new equipment technologies; local, State, and federal requirements; environmental regulations; project plans; and other developments. Monitors and evaluates projects to evaluate the success of training activities and identify other training needs.

C. Other Duties

05%

This position performs a variety of other duties as assigned by the Maintenance Superintendent in support of the Department mission and Division objectives. This includes exchanging information with consultants, agency staff, and the public; providing training, education, and professional and technical assistance; directing special projects; participating in ongoing training and educational programs; and performing a variety of other duties as directed.

**2. *Specific examples of problems solved, decisions made, or procedures followed when performing the most frequent duties of this position include:***

Problems and decisions relate to the implementation of specialized and cyclical highway maintenance projects involving multiple interests, objectives, and operational considerations (e.g., workforce, equipment, schedules, etc.). The position is expected to independently coordinate and deliver projects and services within the Section, including pavement overlays, bridge repairs, chip seals, drainage systems, winter road maintenance, etc. The position is also expected to make critical decisions in emergency situations that threaten public safety and/or environmental health. Due to the dynamic field conditions associated with weather changes, traffic accidents, natural hazards/disasters, and other factors, the position exercises latitude and judgment in setting project priorities, resource allocations, schedules, and related issues.

**3. *The most complicated aspect of this position is:***

The most complex aspects of the position involve the implementation of Division Maintenance plans and objectives within a constantly changing field environment. In addition to coordinating and overseeing technical and logistic aspects of projects, the position is also responsible for balancing local government/community interests with State and federal objectives; allocating and adjusting resources for ongoing projects; and ensuring compliance with Division and MDT goals and objectives.

**4. *Guidelines, manuals, or written procedures that support this position include:***

Available laws, regulations, guidelines, manuals, and references include Maintenance Division objectives; state, federal, AASHTO, FHWA, and ASTM standards; project specifications; the Montana Materials Manual; Montana Construction Manual; Standard Specifications for Road and Bridge Design; maintenance management standards and guidelines; highway safety and efficiency principles; contracting requirements; AASHTO and FHWA manuals and standards; annual program plans; Department, state, and federal requirements (e.g., ARM, MOM, MCA, CFR, etc.); and related professional and administrative policies, standards, and procedures.

**5. *Which of the duties and/or specific tasks listed under 1. (above) are considered "essential functions" that must be performed by this position (with or without accommodations)? (If you need information or training on the identification of essential functions, please contact MDT Human Resources Division.)***

The following duties are considered essential functions because they require specialized expertise and skill and are the primary reasons the job exists:

Duty A: Project Coordination Supervision and Delivery

Duty B: Maintenance Section Operations and Oversight

The following mental and physical demands are associated with these essential functions:

**PHYSICAL**

- Lift objects weighing up to 50 lbs.
- Walk over uneven terrain or in water
- Continual walking and/or standing
- Extensive travel within the assigned area to project locations (1,000+ miles/month).
- Operate a personal computer
- Communicate in writing, in person, and over the phone

**MENTAL**

- Interact with the public on a regular basis
- Ability to multi-task
- Accurate in all aspects of work
- Meet inflexible deadlines
- Decision making affecting public health and safety
- Computing arithmetic operations
- Comparing data
- Compiling information
- Analyzing
- Coordinating
- Synthesizing
- Negotiating
- Instructing

Field work involves working conditions associated with an active construction site, including:

- Exposure to extreme weather
- Exposure to loud noises
- Exposure to fumes
- Exposure to high-temperature substances
- Exposure to high-speed traffic

6. ***Does this position supervise others?***    ☒ **Yes**    ☐ **No**

**Number directly supervised:**            0.0 to more than 10.0 FTE

**Complexity level of the positions supervised:**

**Position Number(s) of those supervised:**

**7. This position is responsible for:**

- |  |                                 |   |                                     |
|--|---------------------------------|---|-------------------------------------|
| <input type="checkbox"/> Hiring                            | <input type="checkbox"/> Firing | <input checked="" type="checkbox"/> Supervision | <input type="checkbox"/> Pay Level  |
| <input checked="" type="checkbox"/> Performance Management |                                 | <input type="checkbox"/> Promotions             | <input type="checkbox"/> Discipline |
| <input type="checkbox"/> Other:                            |                                 |   |                                     |

**8. Attach an Organizational Chart.**

Attached

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**SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.**

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**Critical knowledge and skills required for this position:**

**KNOWLEDGE:**

The position requires knowledge of the principles and practices of maintenance management, engineering, and associated physical sciences. This includes knowledge of road, traffic, and safety design; environmental rules and regulations; engineering policy and accepted practices; industry standards; AASHTO requirements and standards; federal, state, and local laws, regulations, and practices; contract claims; contract administration; highway maintenance and construction methods, specifications, standards, and regulations; materials properties, specifications, and test methods; safety practices; and departmental policies.

**SKILLS:**

The position requires skill in reading and interpreting engineering and technical plans, specifications, and contract documents; project management; drawing conclusions and making recommendations; assessing maintenance management plans and projects; planning and conducting presentations and training; developing and administering a variety of diverse projects and functions; and developing ideas and solutions for complex problems by finding innovative and unprecedented solutions to maintenance management problems.

**Behaviors required to perform these duties?**

- **Leadership:** Provides clear directions, technical assistance, and guidance on safety, engineering, permitting, and related issues to ensure effective operations and project activities. Motivates staff to achieve common objectives.
- **Analytical/Interpretive Thinking:** Accurately applies general maintenance management standards and project requirements to specific circumstances.
- **Decision Making:** Evaluates multiple and ambiguous factors to resolve problems. Develops defensible courses of action in response to public complaints, contract disputes, and other sensitive or contentious situations. Responds and adapts appropriately to emergency situations that threaten public safety and/or environmental health.
- **Communication:** Translates technical information to audiences of varied technical levels. Negotiates specific terms and conditions of contracts, corrective actions, and other agreements.
- **Independence of Action:** Determines appropriate responses to maintenance management/contract problems and deficiencies with minimal assistance or precedent.

**Education:**

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- |  |   |
|--|---|
| <input type="checkbox"/> No education required                   | <input checked="" type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> 1-year college/voc. Training            | <input type="checkbox"/> Master's degree              |
| <input type="checkbox"/> AAS/2-years college/vocational training |   |

**Please specify the acceptable and related fields of study:**

**Required/Acceptable:** Civil Engineering, Civil Engineering Technology, Construction Technology, Business Management, Business Administration, or Public Administration

**Related:** None specified

**Other education, training, certification, or licensing required (specify):** Requires a valid Commercial Operators License (Class A, Type II) with endorsements for air brakes and tankers.

**Experience:**

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- |  |   |
|--|---|
| <input type="checkbox"/> None              | <input type="checkbox"/> 6 years                  |
| <input checked="" type="checkbox"/> 1 year | <input type="checkbox"/> 7 years                  |
| <input type="checkbox"/> 2 years           | <input type="checkbox"/> 8 years                  |
| <input type="checkbox"/> 3 years           | <input type="checkbox"/> 9 years                  |
| <input type="checkbox"/> 4 years           | <input type="checkbox"/> 10 years                 |
| <input type="checkbox"/> 5 years           | <input type="checkbox"/> Other _____(be specific) |

**Other specific experience (optional):** In addition to one year of construction/maintenance-related experience, the position requires a minimum of six (6) months direct, or one (1) year of indirect supervisory experience. Experience in highway maintenance or construction is preferred.

**Alternative Qualifications:**

This agency will accept alternative methods of obtaining necessary qualifications.

☒ Yes ☐ No

**Alternative qualifications include:** Four years of progressively responsible experience in a highway maintenance or construction field, including experience with maintenance, materials, bridge and road construction, project management, and contracting may substitute for the required degree. This experience must include six (6) months of direct or one (1) year of indirect supervisory experience.

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**SECTION IV – Other Important Job Information**

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None specified



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**SECTION V – Signatures**

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Signature indicates this statement is accurate and complete.

***Employee:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Immediate Supervisor:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Division/District Administrator:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Department Designee:***

Name: Jean Bond Title: Chief, Employee Relations Bureau

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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***Recruitment Review:*** My signature below attests to my review of and determination that the minimum qualifications (education and experience) listed in this profile meet the established recruitment standards of MDT.

Name: \_\_\_\_\_ Title: Human Resource Specialist (Helena/District)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_